

**POSITION DESCRIPTION**  
**Budget Analyst**  
**GS-0560-09**

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**I. INTRODUCTION**

This position is located in the U.S. Department of Education in the office of the General Manager, Students Channel, Office of Student Financial Assistance. The Students Channel provides best in business services to potential and current borrowers and aid recipients and delivers a range of services that heighten students' and parents' awareness and understanding of options to finance their education.

The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

Performs routine budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution.

Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing POC and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

**III. FACTORS**

Factor 1. Knowledge Required by the Position

FL 1-6 950 points

Knowledge of Federal and Department budgetary methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution.

Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses.

Skill in categorizing and analyzing quantitative data in order to analyze budgetary and accounting activities.

Knowledge of assigned organization's structure, programs, and the budgetary and financial relationships of the organization to determine whether estimates of funding needs are appropriate or if funds are being expended according to the program's goals and objectives.

Factor 2. Supervisory Controls

FL 2-3 275 points

The incumbent works under the general supervision of a higher-level employee who provides general instructions as to objectives, priorities, and deadlines. Work is performed independently with assistance available on unusual problems. Completed work is spot checked for technical soundness and conformity with agency policy and established objectives.

Factor 3. Guidelines

FL 3-3 275 points

Guidelines include established techniques and precedents, regulations and directives, and agency policy. Guidelines are not always applicable and the incumbent must use judgment in choosing, interpreting, and applying the guidelines.

Factor 4. Complexity

FL 4-3 150 points

The work involves varied duties in the budget process. Assignments are of moderate difficulty and require the use of a number of different and unrelated analytical methods and techniques. The techniques used in following procedures are normally routine, but may involve some adaptation of established procedures. For each step, the specialist must make decisions on the appropriate course of action to choose.

Factor 5. Scope and Effect

FL 5-3 150 points

The primary purpose of the work is to review, analyze, and monitor all program and budgetary aspects of assigned programs to assure compliance with applicable guidelines and priorities. The incumbent exercises financial control over the rate of expenditures and aids management in the planning, scheduling, and timing of program and/or administrative operations within funding limitations. Advice and recommendations support the conduct of the organization's program and/or administrative operations. Work contributes to the accomplishment of program goals and objectives by ensuring the availability of money to pay for administrative and/or program operations.

Factor 6. Personal Contacts

FL 6-2 25 points

Contacts are with co-workers within the immediate budget office and representatives from program, accounting, and support areas who can provide information. Other informal contacts may include program and budget staff of other agencies and private sector organizations who conduct activities related to the work of the office.

Factor 7. Purpose of Contacts

FL 7-2 50 points

Contacts are for the purpose of information exchange, to assist in all phases of assigned budget work and to provide information to Departmental officials, OMB, and other agencies. Contacts with outside budget and/or program staffs are to discuss budgetary transactions of mutual interest.

Factor 8. Physical Demands

FL 8-1 5 points

The work is sedentary.

Factor 9. Work Environment

FL 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 1885 points

#### **IV. UNIQUE POSITION REQUIREMENTS**

This unit is responsible for the Student Channel budget cycle including formulation, analysis, tracking, and reporting of all Student Channel finances including the discretionary budget and all contracts under the auspices of the Student Channel. This unit is responsible for ensuring rigor, discipline, and quality control within the Students Channel budget process, coordinating with SFA CFO as needed.

- Reports to the Director of Administrative Services within the Students Channel
- Work with CFO on required policies and procedures
- Knowledge of budget planning process with Acquisitions & Contracts Performance Office
- Work with Channel COTRs for support
- Knowledge of performance management, budget formulation, budget execution, S&E Budget Tracking, Cost/Benefit Analysis